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Office Memorandum • UNITED STATES GOVERNMENT

TO :
C/O :
FROM : Chief, Travel Branch, Fiscal Division
SUBJECT: Travel Advance

DATE:

1. Under the provisions of the Travel Expense Act of 1949, the sum of \$ was advanced to you on .
The total amount of \$ has been applied against the advance, leaving a balance of \$.

2. It is requested that a check or money order, made payable to the Treasurer of the United States in the amount of \$, be forwarded to this office promptly in order that the advance account may be closed. Nonreceipt of the remittance by close of business will result in payroll deductions in accordance with the provisions of Agency Notice No. 22-100-2, dated 7 December 1953.